

Council of Chief Academic Officers

MINUTES

Wednesday December 20, 2017

The December 20, 2017, meeting of the Council of Chief Academic Officers was called to order by Chair April Mason at 9:32 a.m. The meeting was held in Suite 530 located in the Curtis State Office Building, 1000 S.W. Jackson, Topeka, KS.

In Attendance:

Members:	April Mason, KSU Lynette Olson, PSU Rick Muma, WSU	David Cordle, ESU Neeli Bendapudi, KU	Jeff Briggs, FHSU Robert Klein, KUMC
Staff:	Jean Redeker Karla Wiscombe Cynthia Farrier	Scott Smathers Max Fridell	Tim Peterson Sam Christy-Dangermond
Others:	Ed Kremer, KCKC Stuart Day, KU Amy Hite, PSU Kim Krull, Butler CC J.J. Widener, Seward CC Rob Catlett, ESU Harold Arnett, Cowley CC Stephan Bisaha, KMUW	Tosca Harris, Allen CC Ruth Dyer, KSU Erin Shaw, Highland CC Brian Lindshield, KSU Spencer Wood, KSU Ryan Ruda, Garden City CC Brenda Chatfield, NWKTC Adam Borth, Fort Scott CC	Nancy Zenger-Beneda Cloud CC Michael Fitzpatrick, Pratt CC Alysia Johnston, Fort Scott CC Steve Porter, Hutchinson CC Lori Winningham, Butler CC Michael McCloud, Johnson CC Rick Moehring, Johnson CC

Chair April Mason welcomed everyone and started the introductions around the room.

APPROVAL OF MINUTES

Jeff Briggs moved that the minutes of the November 15, 2017, meeting be approved. Following the second of Neeli Bendapudi, the motion carried.

PROGRAM REQUESTS

- PSU – Bachelor of Science in Education in Elementary Education Unified (K-6) (first reading)
Lynette Olson discussed Pittsburg State University's Bachelor of Science in Education degree program. Discussion was held and if there are further comments or questions, please contact Lynette Olson prior to the January 17, 2018, meeting. This is a first reading and no action is required.
- PSU – Master of Professional Accountancy (first reading)
Lynette Olson discussed Pittsburg State University's Master of Professional Accountancy degree program. Discussion was held and if there are further comments or questions, please contact Lynette Olson prior to the January 17, 2018, meeting. This is a first reading and no action is required.
- WSU – New Minors
Rick Muma presented information on the new Japanese minor and the Business Analytics minor at WSU for COCAO approval.

Neeli Bendapudi moved, with the second of Lynette Olson, that the minors in Japanese and Business Analytics at Wichita State University be approved.

- WSU – Rick Muma requested approval to change school name from School of Community Affairs to School of Criminal Justice. Discussion was held about the various degrees and certificates associated with the School of Criminal Justice.

Lynette Olson moved, with the second of Jeff Briggs, that the changing of school name from School of Community Affairs to School of Criminal Justice at Wichita State University be approved. The motion carried.

- KU – Neeli Bendapudi requested approval to merge the Department of Dance and the Department of Theatre into a single Department of Theatre and Dance.

Lynette Olson moved, with the second of Rick Muma, that the merge of the Department of Dance and the Department of Theatre into a single Department of Theatre and Dance at University of Kansas be approved. The motion carried.

- WSU – Rick Muma requested COCAO’s approval to change the degree title for the following:
Master of Science in Electrical Engineering to Master of Science in Electrical and Computer Engineering.
Bachelor of Science in Manufacturing Engineering to Bachelor of Science in Product Design and Manufacturing Engineering.
Bachelor of Science in Health Services Management and Community Development to Bachelor of Science in Health Management.

David Cordle moved, with the second of Lynette Olson, that changing the degree titles listed above at Wichita State University be approved. The motion carried.

- KU - Neeli Bendapudi requested COCAO’s approval to change the degree titles for the Bachelor of Arts, Master of Arts, and Doctorate in French to Bachelor of Arts, Master of Arts, and Doctorate in French and Francophone Studies.

Lynette Olson moved, with the second of Rick Muma, that the changing of degree titles listed above at University of Kansas be approved. The motion carried.

UPDATES

Brian Lindshield, KSU, presented the agenda topics for the Council of Faculty Senate Presidents meeting:

- Alternative Math Pathways
- 120 credit hour degree process
- Alternatives to textbooks

At the November COCAO meeting, Credit for Prior Learning Process revisions as referenced in the policy, regarding the determination of cut scores was discussed and no action was taken. Discussion was held with COCAO and it was decided to add Credit by Exam Process revisions to the January COCAO agenda for action.

OTHER MATTERS

- New Program Proposal Form was presented by Max Fridell.
 - Streamlined the documents by combining four documents into one document
 - Made the process applicable to all programs and four year institutions
 - Allowed individualization on the form to provide additional explanation as needed
 - Requesting feedback from the institutions
 - The approved Program Proposal Form will be effective next academic year

Discussion was held and it was decided to add the revised New Program Proposal Form to the January COCAO agenda for action.
- Proposed Amendments to Accreditation Policy presented by Jean Redeker.
 - Proposing an oral report to the Board by the president or chancellor of the institution when there is a change or update to their accreditation
 - If there is a negative action on accreditation, alert Vice President of Academic Affairs upon occurrence
 - Please review with appropriate individuals at your institution

Discussion was held and it was decided to add the revised Proposed Amendments to Accreditation Policy to the January COCAO agenda for action.

- Proposed Amendments to Audit Policy presented by Jean Redeker.
 - Revisions were made based upon feedback from November meeting
 - Added graduate course information back to policy
 - Allows flexibility at institutional level

Discussion was held and it was decided to add the revised Proposed Amendments to Audit Policy to the January COCAO agenda.

The Chair recessed the meeting at 10:07 am.

COCAO reconvened at 12:02 pm.

- Blake Flanders discussed Concurrent Enrollment Partnership (CEP) Taskforce meetings and goals with COCAO. Discussion was held and April Mason will update COCAO via e-mail with available notes. The next CEP meeting will be held January 8th.
- Discuss Process for Universities to Submit Justification for Baccalaureate Degrees Exceeding 120 Credit Hours
 - Reviewed draft degree submission form
 - Requested to add CIP code to the form
 - Institutional Research staff have capability to gather degree information from program inventory
 - Final spreadsheet will list all institutions for global view
 - Focus on Bachelor degrees
 - Review preliminary institutional forms at January COCAO meeting
 - Submit forms to Ronda Franco at rfranco@ksbor.org by January 10th
- Discuss Credit for Prior Learning Allowance
 - Distributed HLC Shared Services Arrangements handout
 - Guidelines for Institutions and Peer Reviewers
 - Distributed HLC Substantive Change handout
 - Overview of HLC Policies and Procedures for Institutional Changes requiring Notification or Approval
 - HLC's guideline for outsourcing is a contractual agreement in writing
 - Next HLC conference is scheduled for April 6-10, 2018

ADJOURNMENT

The chair adjourned the meeting at 12:53 pm.